

6 August 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for T/O Increase, Procurement Office.

1. The attached request for four additional positions in the Departmental Property Section, Property Supply Division, Procurement Office, is based on the addition of two buildings "I" and "J" added to the CIA Group.

2. This office feels that the following T/O is sufficient to perform the required functions for these adjacent buildings (Buildings "I", "J", "K" and "L"):

Supply Officer	-	GS-9	-	1
Supply Officer (asst.)	-	GS-7	-	2
Storekeeper	-	GS-4	-	2
Clerk-typist	-	GS-3	-	1
Total				6

3. It is estimated that Buildings "I" and "J" will not reach full occupancy until the end of 1951 and it will be sometime before full implementation of the "Building Services Officer Program" has been attained in other locations.

4. This office will, as soon as practicable, evaluate workloads of this new program and make positive T/O recommendations where required.

Advisor for management

1 Attach.

25X1

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